

Manager of Institutional Giving

Girls for Gender Equity

The Details

Location: Hybrid within the NYC area and working 1-2 days/week in office

Start Date: Late June, 2025

Salary Range: \$70,000 - \$80,000 + Benefits

Reports To: Senior Director of Development, to transition to Director of Development

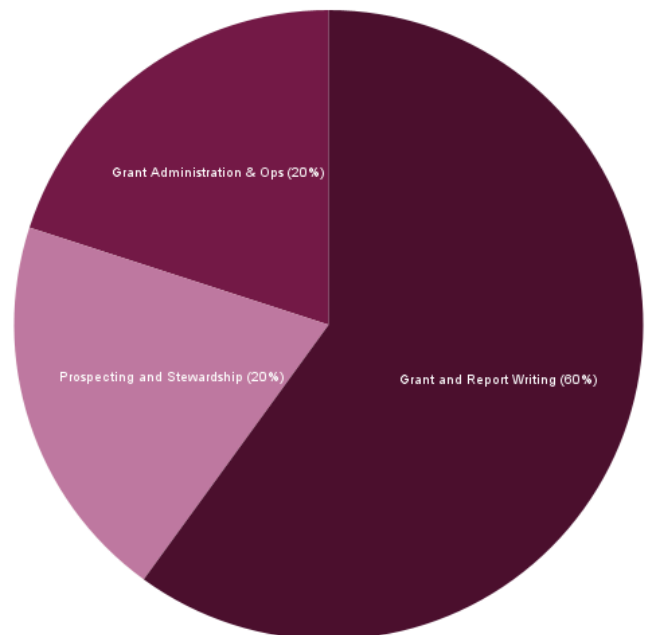
The Opportunity

GGE is seeking a full-time Manager of Institutional Giving to join our team. This role is responsible for ensuring that GGE's mission, vision, and day-to-day work are effectively communicated to a growing network of philanthropic partners and the public in ways that carry us to the next phase of our organizational trajectory.

Your Day-to-Day

60% - Grant and Report Writing

- Write tailored grant proposals and reports for government grants and private funders.
- Prepare and submit letters of inquiry.
- Maintain a library of common grant attachments, finance and organizational metrics, and boilerplate GGE language.
- Develop and/or update concept papers, cases for support, and other relevant communications materials.
- Commit to continual learning about GGE's mission, vision, and Theory of Transformative Change in order to best represent our organization's unique value to funders.



20% - Prospecting and Stewardship

- Perform ongoing prospect research to identify potential funders in new and existing markets using databases such as Foundation Directory, Instrumentl, and other resources.
- Attend funder, community, and relevant industry events to represent GGE and cultivate relationships.
- Attend programming and funder site visits, and prep GGE team for funder calls and meetings.
- Develop internal criteria for assessing grant opportunities, including those sourced by other team members.
- As a liaison for prospective and existing funders, maintain deep day-to-day knowledge on foundation priorities and upcoming opportunities as well as updated point-of-contact information.
- In Salesforce, develop and maintain dossiers on prospective funders and ongoing funder relationships.
- Prepare and deliver strategic recommendations for prospecting and relationship cultivation during regular Development Team meetings.
- Provide regular analysis and recommendations regarding RFP opportunities to Development Team members.
- Assist with other funder prospecting and stewardship activities as requested.

20% - Grant Administration and Operations

- *Steward full internal grant project management, ensuring engagement of cross-department stakeholders from ideation through submission and reporting.*
- *Use Salesforce to maintain systems that ensure timely submission of grant applications and reports and to accurately manage planned grant deliverables, milestones, deadlines, accomplished tasks, and awards received.*
- *Partner with the Finance Department to create budgets using approved templates and/or foundation-specific formats. Interpret charts, graphs, and budgets and extrapolate necessary information for use in reporting.*
- *Perform periodic quality control of grant-related documentation and timelines.*

The Skills You'll Need

Success in the Manager of Institutional Giving role will require a deep commitment to anti-racist, feminist/womanist/queer, and youth development work. The ideal candidate will also bring the following skills, attributes and experiences:

- Familiarity with youth development and advocacy strategies through gender, race, and class analyses;
- 5+ years experience nonprofit grant writing, preferably on a fundraising team;
- Proven track record researching, stewarding, and securing grants from various sources, including \$100k+ and multi-year grants;
- Strong communication and interpersonal skills to work an ideate with a highly collaborative team;
- Ability to multi-task and successfully manage multiple projects and deadlines;
- Incisive attention to detail without losing sight of overarching strategy;
- Ability to work independently on deeper-dive projects while maintaining robust availability for ad-hoc and emergent needs and deadlines;
- Demonstrated ability working across teams to steward cross-departmental stakeholders through the entire grant lifecycle;
- Knowledgeable about budgets and financial statements;
- Proficient in Google Suite and CRM software, preferably Salesforce
- Ability to work a hybrid, flexible schedule, based in the New York City area;
- Desired but not required: Certification in Fundraising and Donor Cultivation;
- BIPOC and Gender Expansive Folx, as well as those with lived experience with school pushout, the criminal legal system, navigating gender, gender-identity, and/or racial equity issues are HIGHLY encouraged to apply

The People

In this role you will report to the Senior Director of Development for the first 90 days, after which time you will report to the Director of Development. The Manager of Institutional Giving also communicates frequently with the Programs Team, the Policy & Advocacy Team, the Impact Hub, the Marketing & Storytelling Team, and the Finance Team.

The Organization

Girls for Gender Equity (GGE) is an intergenerational advocacy organization that works through a Black feminist lens, to achieve gender and racial justice by centering the leadership of Black girls and gender-expansive young people of color to reshape culture and policy through advocacy, youth-centered programming, and shifting dominant narratives.

GGE challenges structural forces -- racism, sexism, transphobia, homophobia, economic inequality -- that work to constrict the freedom, full expression, and rights of trans and cis girls, young women of color, and GNCNB youth of color. We believe in and work toward a world where cis and trans girls of color and gender non-conforming / non-binary youth of color are free.

Benefits & Culture at Girls for Gender Equity

In addition to a competitive salary, impactful work, and a great team, Girls for Gender Equity provides comprehensive perks and benefits. A brief overview:

Healthcare Coverage

- Org-sponsored medical, dental, and vision insurances (with plans available at no cost to the employee).
- We offer FSAs and HSAs with monthly contributions from the organization for eligible health plans.

Vacation and Paid Time Off (PTO)

- All full-time employees receive:
 - 12 paid holidays
 - Generous vacation & personal paid time off, increasing with tenure
 - Paid sick, bereavement, and parental leaves
 - Weekly time off to focus on wellness
 - ~16 additional paid days/year during annual office closures

Retirement and Other Benefits

- 401(k) plan with a safe harbor 5% match
- Life insurance, disability insurance, and more

Selected Perks and Culture

- Employees receive support to pursue training, coaching, public engagements, and professional licensing.
- GGE prides itself on being a workplace where employees bring their full selves to work. We regularly work to ensure that our core values are part of our workplace practice and way of being. We foster generative learning & reflection.
- GGE's current work model is a 10am-6pm work day with hybrid flexibility.

The Next Steps

If you are interested in this role, please send a cover letter and resume by applying on the career page of our [website](#). Applications will be reviewed on a rolling basis, with a preferred start date ASAP.

GGE is an Equal Opportunity Employer. GGE provides equal employment opportunities to all employees, job applicants, interns, and volunteers without regard to race, color, religion, creed, political association, ancestry, sex, sexual orientation, gender identity or expression, marital or partnership status, national origin, immigration or citizenship status, age, military or veteran status, pregnancy, caregiver status, handicap or disability, genetic information or characteristic, unemployment status, arrest or conviction record, credit history, status as a victim or survivor of domestic violence, sex offenses, or stalking, or status in any group protected by federal, state, or local law in accordance with applicable law.